

[Date]

[Client Name]
[Client Address]
[City, State, Zip]

Re: Monthly Sales and Use Tax Compliance Services

Dear [Client Contact Name],

This letter confirms the terms and objectives of our engagement to provide sales and use tax compliance services for [Company Name] (the "Company") beginning with the reporting period of [Start Date].

Scope of Services

We will perform the following services on a monthly basis:

- Review of monthly sales data provided by the Company.
- Calculation of sales and use tax liabilities for designated jurisdictions.
- Preparation and electronic filing of monthly sales and use tax returns.
- Notification of tax payment amounts and due dates.

Client Responsibilities

The Company is responsible for:

- Providing accurate and complete sales and purchase data by the [Day] of each month.
- Maintaining all source documentation required by taxing authorities.
- Final approval of all tax returns prior to submission.
- Timely funding of all tax payments to the respective jurisdictions.

Fees

Our professional fee for these monthly services is \$[Amount] per month. Additional consulting services, audit representation, or nexus studies will be billed separately at our standard hourly rates.

Terms and Termination

This engagement will continue on a month-to-month basis. Either party may terminate this agreement with [Number] days written notice. We will not be responsible for penalties or interest resulting from late or inaccurate data provided by the Company.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Firm Name]

[Authorized Signature]

Accepted by:

Signature: _____

Name: [Client Representative Name]

Title: [Title]

Date: [Date]